

Standard Operating Procedures 3000.1
Joining the Local Employment Dynamics Partnership
November 1, 2005

I. PURPOSE

This is a set of standard operating procedures (SOP) on how a state's Labor Market Information agency may join the Local Employment Dynamics (LED) partnership. Please follow the steps to ensure timely processing. Inconsistencies may cause delays or poor quality results.

II. PROCEDURES

Step 1. Getting the Memorandum of Understanding (MOU) signed

Obtain a template MOU, complete it, and secure clearance by your legal staff and your Department. Send the completed but unsigned MOU to us by email. After the Census Bureau has cleared the signature process, we send it back to you by Fedex for signature. Once signed and returned to us by Fedex, we have a formal agreement.

Step 2. Getting historical data files to LED

This is a one-time effort at the start of the partnership. The purpose is to establish historical files for both workers and establishments.

What files?

Submit with consistency and documentation for

- (a) Quarterly UI wage records, at least 10 quarters and preferably back to 1990.
- (b) Quarterly ES202 records, at least 10 quarters and preferably back to 1990.
- (c) Workforce Investment Board (WIB) definitions.

What file formats?

- (a) See SOP 3010 for UI wage records.
- (b) See SOP 3020 for ES-202 records (also known as Quarterly Census of Employment and Wages or QCEW).
- (c) See SOP 3030 for WIB definitions.

What filenames should I give the data?

- (a) STUIYYQQ.asc for UI wage records.
- (b) STESYYQQ.asc for ES-202 records.
- (c) STWI.asc for WIB definitions

where ST is the postal abbreviation for your states; UI refers to UI data; ES refers to ES202/QCEW data; WI refers to WIB definitions; and YYQQ is the year and quarter of the data you are sending. For example, MTES0402.asc is the file name for Montana's 2004 Second Quarter ES-202/QCEW records.

How to send the data to LED?

You may send the data files by

- (a) Secured FTP (preferred) with encrypted files according to instructions in SOP 3040, or
- (b) DVD or CD by Fedex.

Step 3: Sending quarterly data on an ongoing basis

Each quarter, submit two sets of quarterly data as follows:

- (a) Preliminary data from about two quarters ago
- (b) Updated data from about three quarters ago

For example:

03/31/06	Last day to submit preliminary data for quarter ending September 30, 2005 and last day to submit updated data for quarter ending June 30, 2005
06/30/06	Last day to submit preliminary data for quarter ending December 31, 2005 and last day to submit updated data for quarter ending September 30, 2005
09/30/06	Last day to submit preliminary data for quarter ending March 31, 2006 and last day to submit updated data for quarter ending December 31, 2005
12/31/06	Last day to submit preliminary data for quarter ending June 30, 2006 and last day to submit updated data for quarter ending March 31, 2006

Step 4: What do I get back from LEHD and when?

Quarterly Workforce Indicators (QWI)

These are shipped back every quarter – within three months of the receipt of your quarterly data in the CSV format given in SOP 3050, covering about 30 indicators in 36 files. QWIs are shipped automatically on DVDs, but are also available by password-protected HTTP download at the convenience of the state partners according to SOP 3060.

Successor/Predecessor Files

These are shipped back every quarter – within three months of the receipt of your quarterly data in format given in SOP 3070. You receive 1 file in the CSV format on a DVD, with documentation included.

Edited Wage Records

These are shipped back once a year, on a rotating schedule. The file structure is provided in SOP 3080. You receive 4 different types of files: modified wage records (one file per quarter); employer-based work histories and general work histories computed off the modified wage records, and alternate names of individuals as found by the editing algorithm (these files are split into ten segments due to size constraints). The last three files are directly used for research purposes; the format of the wage records themselves closely follows your original file format. All files are provided on DVD in ASCII.

III. NOTES

LED has been in negotiation with the Bureau of Labor Statistics (BLS) since July 2004. These Standard Operating Procedures may change as a result of these efforts to establish a MOU.

IV. CONTACT INFORMATION

Join an active listserv by visiting <http://lists.census.gov/mailman/listinfo/led-qwi>.

Fedex Address

Room 2138 FB 3
U.S. Census Bureau
4700 Silver Hill Road
Suitland, MD 20746

(301)-763-8303
(301)-457-8430 (fax)

<http://lehd.dsd.census.gov>

Jeremy Wu	Jeremy.S.Wu@census.gov
Jennifer Marks	Jennifer.P.Marks@census.gov